

Warmest greetings from College of Business Administration, Seoul National University!

We are more than delighted to announce that we are opening a call for nomination for Spring 2024 Student Exchange Program. For more information, please find the attached factsheet, **Spring 2024 Guide for the SNU CBA Student Exchange Program**, or SNU CBA's website (https://cba.snu.ac.kr/en/network/study_abroad/exchange_program)

RECENT CHANGES

The nomination procedures vary depending on the type of exchange agreement (**university-level or college/faculty-level**) your university has with SNU. Refer to page 2 for more information.

We will be able to accept applicants who satisfy **either** the GPA requirement or its equivalent percentile rank.

GPA Requirement
[Undergraduate] GPA 2.5/4.0 (2.7/4.3) or percentile rank 83
[Graduate] GPA 3.0/4.0 (3.3/4.3) or percentile rank 83

In addition, **one recommendation letter that each applicant should have received from a professor from home university will be deemed optional for all applicants**, except for applicants for Graduate School of International Studies(GSIS). Applicants who apply for GSIS must submit one recommendation letter.

List of Required Documents

Classification	Documents
Required to All Applicants	A. Online Application B. Certificate of Enrollment C. Official Academic Transcript D. Statement of Purpose E. Passport Copy
Additionally Required to the Following Groups	F. One Letter of Recommendation (optional; for GSIS applicants only) G. Portfolio (for Music, Fine Arts, Physical Education applicants only)

NOMINATION & APPLICATION PROCEDURE

1. How to Nominee?

If you have any nominee(s) for Spring 2024(one semester) or from Spring 2024 to Fall 2024(two semesters, one full year), please refer to below information and nominate students by **September 10, 2023.**

College of Business Administration (College-level Partnership)

Please, fill out below link if your university has college/departmental-level exchange agreement with SNU CBA.

>>>>>>>>> **[NOMINATION LINK \(College-level Agreement Only\)](#)** <<<<<<<<<<

* link: <https://forms.gle/BJkeWF8HR9p4DFvL9>

* For university-level exchange, submit the nomination through university-level exchange manager.

* If you have difficulty accessing the above link, please fill out your College-level nominees' information to the attached spreadsheet and submit it via email(excba@snu.ac.kr)

* Please make sure your candidate(s) meet(s) the entry requirement **(both semester condition and department restrictions)** stated in the attached factsheet. Especially, please note that we cannot accept graduate students who didn't complete at least one semester at their "graduate" program. Graduate students must be able to prove that they have completed at least one semester of the graduate program at the application stage.

** Students who have postponed their placement must be nominated through this survey/spreadsheet again. These students must re-apply with updated documents and go through the screening procedure again.

2. After Nomination?

After the nomination deadline, September 10, the nominated student(s) will receive an application guideline, along with instructions regarding the online application process, from the coordinators at SNU Office of International Affairs (central international office). In other words, we do not send out the application instructions right after we receive nomination from each university. They will be sent out altogether a few days after the nomination deadline.

3. How to Apply?

The application deadline is **September 25, 2023**. **Only the online application** will be required for the application. Please make sure that your students carefully read through the attached guideline and prepare for the application process in advance.

For those candidates who wish to submit recommendation letter: Candidate(s) must submit the sealed recommendation letter to their home university's exchange program coordinator so that the coordinator opens the letter and sends us its scanned copy. We ask you to send the copy to the following persons at the Office of International Affairs, SNU: **Ms. Yunju HWANG** (yunju96@snu.ac.kr)

4. Selection Process

If students successfully finish their application, their application documents will be sent to each department from OIA, and then carefully reviewed by each department's selection committee, in this case, SNU Business School's selection committee. They will decide whether students will be accepted to the exchange program or not. Please note that acceptance to the exchange program is not guaranteed.

5. More Information to Course Catalog?

Students can find information on the courses that were provided in the previous semesters through our course registration website <http://sugang.snu.ac.kr>. Attached you can find the course search instruction as well.

* IMPORTANT NOTES FOR AY2023/24:

- Please make sure that applicant(s) have completed at least one semester on the current program at their application stage. This means that if the study semester is applicant(s)' first semester of Master's program, they are not eligible for our program as a graduate exchange student.
- All nominated student will be screened by SNU CBA's selection committee comprised of its faculty members. **Acceptance to the exchange program is not guaranteed.**
- Please ensure that all your nominees read the eligibility and restrictions stated on the factsheet thoroughly before they apply. We have some restrictions including:
 - Int'l Exchange/Visiting students of CBA CANNOT take any MBA level courses.
 - As specified in the selection criteria of the Exchange Student Program at the College of Business Administration, we abide by the rule that "The College of Business Administration is restricted to students who are currently majoring in business or economics at home university."

- Graduate School of Business (MBA Program) is restricted to current full-time MBA applicants at home university.

Applicants must be aware that the academic system of MBA program runs differently from that of other programs (Details to be individually announced from the MBA coordinator). For further information about MBA courses, please visit SNU GSB website at <http://gsb.snu.ac.kr> or MBA Office at mba@snu.ac.kr.

- Considering the current lack of course capacity for exchange students, **College of Business Administration (CBA)** has decided that **from Fall 2019's admission, they will strictly control the number of accepted exchange student to CBA** and we would like to inform you that **it is more likely than the past that students who apply for CBA might get rejected during the screening procedure.**

- Course registration priority for some of the undergraduate Business Administration courses (see attachment, "College of Business Administration_Requisite Subject for Major") will be given to degree-seeking domestic students first, since these courses are requisite towards their graduation. Exchange students can take these courses only when there are extra spots available. Please advise your nominee(s) of this issue and make sure that they have a Plan B.